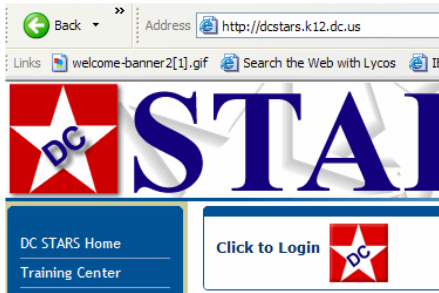


Login

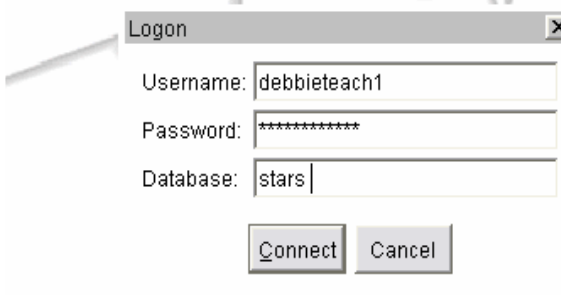


1. Open Internet Explorer and type in the DC STARS address.
<https://dcstars.k12.in.dc.gov>.

From outside DCPS network, type in the following address:
<https://dcstars.k12.dc.gov>

2. Click on **Login** or the **DC** star.

Student Tracking and Reporting System



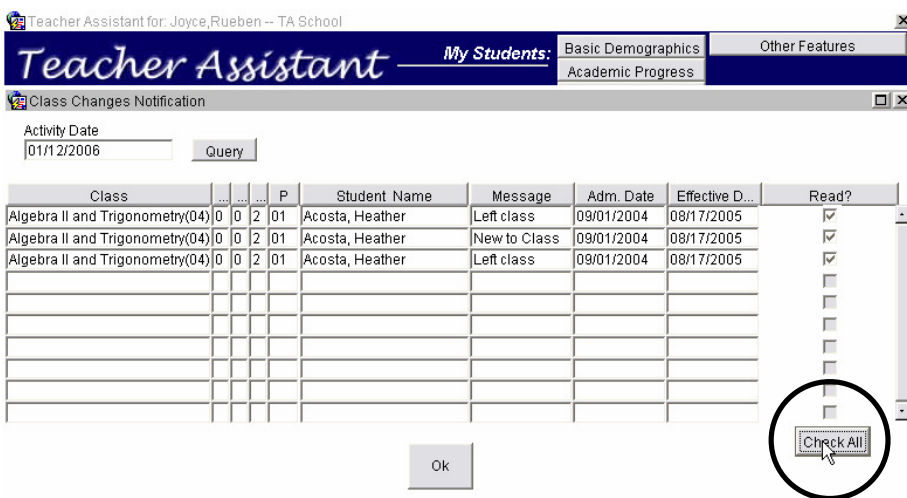
3. Enter the three required fields:

Username: (As assigned by DCPS)

Password: (1st login – use password assigned by DCPS – then change password)

Database: stars

4. Click **Connect** or press Enter



Class	P	Student Name	Message	Adm. Date	Effective D...	Read?
Algebra II and Trigonometry(04)	0	2	01	Acosta, Heather	Left class	09/01/2004	08/17/2005	<input checked="" type="checkbox"/>
Algebra II and Trigonometry(04)	0	2	01	Acosta, Heather	New to Class	09/01/2004	08/17/2005	<input checked="" type="checkbox"/>
Algebra II and Trigonometry(04)	0	2	01	Acosta, Heather	Left class	09/01/2004	08/17/2005	<input checked="" type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>

5. Class Changes Notification - When a teacher logs in, if there have been any changes to a student's schedule for one of the teacher's classes, those changes appear in this screen.

6. When getting started, click on the **Check All** box to remove all the old messages. After this dates, this screen will only appear on login if there are schedule changes which affect your classes.

7. Click on **Ok**

Teacher Assistant Mark Entry Quick Tips

Teacher Assistant Main Screen



1. Select class (on left). The student list will populate on right.

Basic Navigation Tips

Save Changes:



Exit Screen:

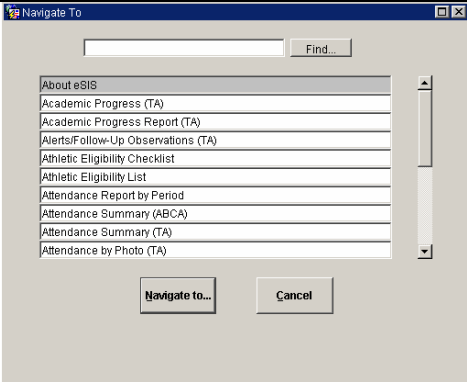
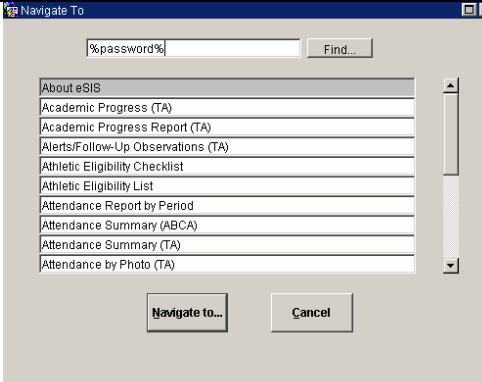
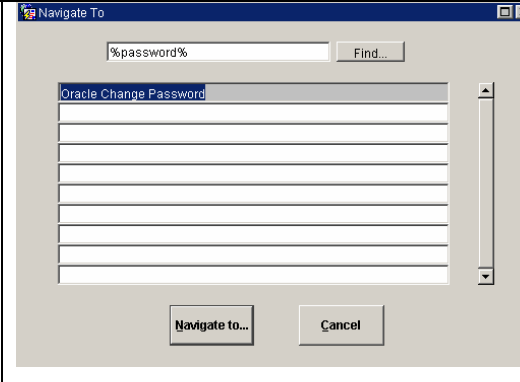


To query: Press **F7** to clear screen and enter query mode.
Enter query data.
Press **F8** to activate query.

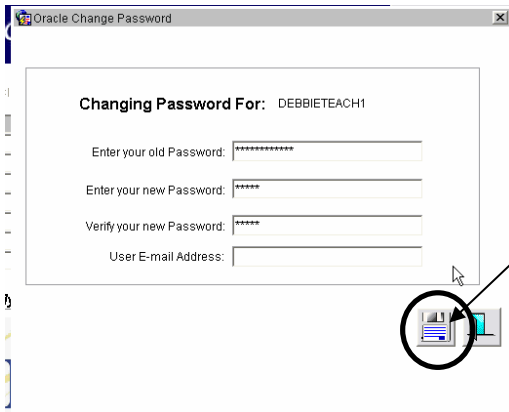
Change Password



1. On the TA main screen, click on the blue arrow in the bottom right corner to Navigate to the Change Password screen.

		
<p>2. The Navigate to screen opens.</p>	<p>3. Type %password% on the top line. Click the Find button.</p>	<p>4. The Oracle Change Password screen opens. Click the Navigate to button to open the screen.</p>

Teacher Assistant Mark Entry Quick Tips



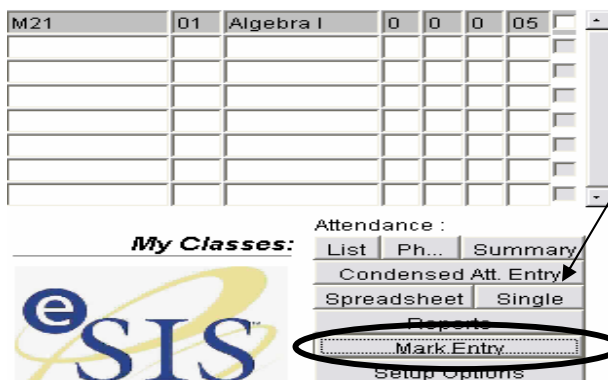
5. Enter your old Password on line 1.
6. Enter your new Password on line 2 and line 3.
7. Click on the **Save** Icon, then Exit.

TIP:

Change your password to something that you will remember.

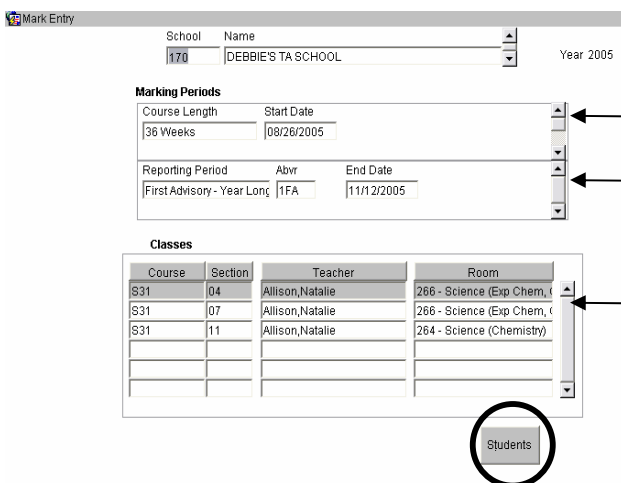
DO NOT SHARE YOUR PASSWORD. YOU ARE RESPONSIBLE FOR ANY WORK DONE UNDER YOUR USER NAME

Mark Entry



M21	01	Algebra I	0	0	0	05

1. For Report Card or Progress Report preparation, click on **Mark Entry**.



School: 170 DEBBIE'S TA SCHOOL Year: 2005

Marking Periods

Course Length	Start Date
36 Weeks	08/26/2005
Reporting Period	Abbr
First Advisory - Year Long	1FA
End Date	11/12/2005

Classes

Course	Section	Teacher	Room
S31	04	Allison, Natalie	266 - Science (Exp Chem, S
S31	07	Allison, Natalie	266 - Science (Exp Chem, C
S31	11	Allison, Natalie	264 - Science (Chemistry)

Students

2. Select the class:
 - a) Select appropriate **Course Length**.
 - b) Select the **Reporting Period** for which marks should be entered.
 - c) Select the class.
 - d) Click on **Students** button.



Teacher Assistant Mark Entry Quick Tips

Action Edit Block Field Record Query Help Window

Mark Entry

Debbie's TA School

Report First Advisory - Year Long Class S31 04 Allison, Natalie Count 18

Students in Class

Last Name	First Name	Pupil No	Mark	Prev	Exam	Final	S. Avg	Abs	Late	View	?	Cor
Blair	Jedidiah	9010462						0	0	View	?	?
Brink	Brewer	9004549						0	0	View	?	?
Clifton	Meredith	8274210						1	0	View	?	?
Dover	Gloria	9006202						0	0	View	?	?
Gardner	Paula	9006228						0	0	View	?	?
Griffis	Micah	9202067						0	0	View	?	?
Hall	Celena	7985652						0	1	View	?	?
Hanson	Nikolette	8509006						0	0	View	?	?
Hardebeck	Linda	9012440						0	0	View	?	?
Maloney	Phil	8193425						0	0	View	?	?
Marant	Blake	8434993						0	0	View	?	?
Morse	Roberto	8413617						1	0	View	?	?

☐ Mark entry is complete

←

Marks and comments may be entered on Mark Entry screen for each class.

Report Cards – Enter marks and comments.

3. Verify the correct class is selected.

Action Edit Block Field Record Query Help Window

Mark Entry

Debbie's TA School

Report First Advisory - Year Long Class S31 04 Allison, Natalie Count 18

Students in Class

Last Name	First Name	Pupil No	Mark	Prev	Exam	Final	S. Avg	Abs	Late	View	?	Cor
Blair	Jedidiah	9010462						0	0	View	3 ?	
Brink	Brewer	9004549	B					0	0	View	?	
Clifton	Meredith	8274210	B					1	0	View	4 ?	
Dover	Gloria	9006202	D					0	0	View	5 ?	
Gardner	Paula	9006228	C					0	0	View	6 ?	
Griffis	Micah	9202067	C					0	0	View	7 ?	
Hall	Celena	7985652	D					0	1	View	8 ?	
Hanson	Nikolette	8509006	C					0	0	View	9 ?	
Hardebeck	Linda	9012440	C					0	0	View	2 ?	
Maloney	Phil	8193425	B					0	0	View	3 ?	
Marant	Blake	8434993	D					0	0	View	4 ?	
Morse	Roberto	8413617	A					1	0	View	5 ?	

☒ Mark entry is complete

←

4. Enter marks for students.
5. Verify that absences are correct (class absences will show on report cards.)
6. Enter comments. Click on ? to view list of comments and select or type in the comment number. Teachers may enter up to 3 comments per student.
7. Check **Mark Entry is Complete**.
8. **Save**.
9. Click on Arrow to Left to return to Mark Entry selection screen to select next class.

Important Note - Mark Entry is complete must be checked. Marks will not show on report card if this is not checked. This is also a flag to let the front office know that mark entry is complete and ready for report card processing.



Final Course Marks

Choose Course Length (ex. For year long courses: 36 weeks Start Date: 08/17/2009)

Choose Reporting Period:

Year long courses: **Jun Marks–YR** End Date: 06/18/2010

Semester courses: **Jan Marks-SEM** End Date: 01/22/2009

Jun Marks-SEM End Date: 06/18/2010

Nine Week courses: **Oct Marks-1NW** End date: 10/30/2009

Jan Marks- 2NW End Date: 01/22/2010

Mar Marks- 3NW End Date: 03/26/2010

Jun Marks- 4NW End Date: 06/18/2010

The advisory mark is entered in the **Mark** column.

The final exam (if one is given) is entered in the **Exam** column.

The final mark is entered in the **Final** column.

Enter comments for the course in the **Comments** field. For comments, click on the **?** (question mark) and select the comment from left to right.

The **Abs** and **Late** will automatically display information for each class as entered in the Attendance Module.

Check **Mark entry is complete** after all marks are entered for the class. Click **Save**.

Last Name	First Name	Pupil No	Mark	Prev	Exam	Final	S. Avg	Abs	Late	View	Cor
Andrews	Don	9222569	A		A	A		0	0	View	17 ?
Brooks	Tameyka	9043957	D+		B	C-		0	0	View	?
Bruton A	Charles	9028385	B-		A	B		0	0	View	?
Butler	Kayla	9038620	A-		B+	A		0	0	View	1 ? 6 ?
Clark	Ryan	9006584	B		B	B+		0	0	View	?
Dallen	Khadijah	9041888	C		C	C-		0	0	View	?
Davenport	Sedella	9051109	B-		B	B-		0	0	View	?
Davenport	Stephen	9010597	A		F	C		0	0	View	2 ?
Grieco	Nichelle	9034959	B		B-	C		0	0	View	?
Hart	Michael	9091160	C		A	A-		0	0	View	6 ? 16 ?
Hart	Monique	9044681	D		C	D+		0	0	View	?
Herndon	Timothy	9077623	F		F	F		0	0	View	18 ? 5 ?

☒ Mark entry is complete

Save